

## Information for Massage Technician Business License Applicants

---

<b>Fees</b>	<p>The following fees are required when applying for a massage technician business license. Fees are nonrefundable.</p> <ul style="list-style-type: none"><li>• Initial application fee, paid when submitting the first application: \$103.00</li><li>• Examination fee (new applicants or reapplicants with an expired license): \$200.00</li><li>• Initial license fee, paid when the first license is issued: \$216.00</li><li>• Relocation or second location fee: \$113.00</li><li>• Renewal fee, paid each year when the license is renewed: \$216.00</li></ul>
<b>Photos</b>	<p>The Clerk of the Board office will take the applicant's photo; the photo will be placed on the business license.</p>
<b>Photo identification</b>	<p>The applicant must supply photo identification, such as California driver's license or ID card, to establish identity and proof of age.</p>
<b>Fingerprints</b>	<p>Each applicant must be fingerprinted. Once the Live Scan completed <b>after April 30, 2006</b> is on file with the Clerk of the Board, the applicant will not need to be fingerprinted again.</p> <p>Applicants who need to be fingerprinted will contact the San Bernardino County Sheriff's Department for more information. Applicants will take the Live Scan form to the Sheriff's Department – <b>check in with the Employee Resources Division</b>. The Sheriff's Department will return two completed copies of the Live Scan form to the applicant. The applicant will submit one copy to the Clerk of the Board, along with the business license application, as proof that fingerprinting has been completed.</p> <p>Contact: Sheriff's Department/Records Division 655 East Third St., San Bernardino (909) 888-5916</p>

---

*Continued on next page*

# Information for Massage Technician Business License Applicants, Continued

---

## Diploma and transcript

First time applicants must attach copies of their diploma and transcript to the application.

- The diploma must be from a recognized school.
  - The certified transcript must show that the applicant attended a resident course of study of no less than two hundred (200) hours in theory, ethics, practice, profession and work of massage. It must also show the beginning and ending dates of the applicant's course of study.
- 

## Health certificates

Applicants must provide health certificates issued by the San Bernardino County Department of Public Health Officer. These certificates must be dated within **thirty (30) days** of submitting the application and must certify that the applicant is free of infectious or communicable diseases. Contact your nearest San Bernardino County Department of Public Health Clinic for further information, or call:

- (909) 383-3287 for tuberculosis test information
  - (909) 885-9962 or (800) 722-4777 for sexually transmitted disease test information
- 

## Examination

New applicants, or reapplicants with expired licenses, must take and pass a written and practical examination. The examination is given four (4) times per year – January, April, July and October.

---

## Background check

When the applicant submits the completed application to the Clerk of the Board, the applicant will pay the application fee (if a new applicant) or the renewal fee and the Clerk of the Board will forward the application to the Sheriff's Department for a background check of the applicant. This process usually takes at least two weeks.

---

*Continued on next page*

## Information for Massage Technician Business License Applicants, Continued

---

### Issuance of business license

The business license will be issued as follows, provided the applicant has taken and passed the examination (if required):

When the...	Then the Clerk of the Board will...
Sheriff's Department approves the application,	Notify the applicant.
Applicant pays the initial license fee, if applicable,	Issue the business license.

---